

**WAC 392-105-100 Records index.** (1) The records retention schedule established by the division of the state archives of the office of the secretary of state serves as an index for the identification and location of the agency's records, including those described in RCW 42.56.070(5). The records retention schedule indexes records according to the originating program or section, and then the record series title. Each title is further identified by a statement of function or purpose, and the retention period. The records retention schedule is available to the public for inspection and copying. With the assistance of the public records officer or designee, any person can obtain access to the agency's public records using the records retention schedule.

(2) Policy statements and interpretive statements as defined in RCW 34.05.010 are available on the agency's website or upon request through the agency's public records office.

[Statutory Authority: RCW 28A.300.040 and 2017 c 304. WSR 18-13-060, § 392-105-100, filed 6/14/18, effective 7/15/18.]